

COMPUTER OPERATOR

FLSA Code: N

Job Code: 2210

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical and skilled work in the operation of electronic data processing equipment; does related work as required. Work is performed under the regular supervision of the MIS Manager.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Operating computer system and peripheral equipment; maintaining files and back-up files; troubleshooting problems; installing equipment and software; instructing users.

Prepares and maintains operation run schedules for a variety of routine, periodic and special applications;

Prints, backs up and supports city GIS mapping data base;

Monitors, controls and operates the computer system;

Determines equipment setting, operating instructions and performs necessary input maintenance during production runs;

Trains and supports staff in various software and computer applications;

Troubleshoots equipment problems and develops solutions;

Monitors equipment and program performance during processing to detect errors in operations;

Notifies supervisor of equipment or program malfunction and takes corrective action as required;

Verifies that hard copy, microfiche and magnetic media output are complete and accurate;

Verifies that nightly batch updates and output are completed;

Ensures that monthly, quarterly and annual reports are completed;

Maintains supplies and inventory for departments;

Prepares daily and weekly system backup; uploads and downloads exceptions list and maintains records and necessary operating reports;

Responds to user inquiries and complaints concerning systems and/or problems;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited community college with major course work in electronic data processing, computer science or related field and some experience in the operation of main frame, personal computers and peripheral equipment; general knowledge of the operation, uses and capabilities of electronic data processing main frame and peripheral equipment; general knowledge of office practices and equipment and the operation of personal computers; demonstrated ability to understand and carry out complex written and oral instructions, analyze software programs and program adjustments and to establish and maintain effective working relationships with associates. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.